

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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TO: CSBG Service Providers

FROM: Pamela Harrison

SUBJECT: 2012/2013 Community Services Block Grant Community Action Plan

DATE: February 1, 2011

The 2012/2013 Community Action Plan (CAP) is enclosed for review and completion. In compliance with the Community Services Block Grant (CSBG) Act (Public Law 105-285) the State is to secure from each eligible entity as a condition to receipt of funding a CAP. Each entities CAP provides valuable and required information that the Department of Community Services and Development (CSD) must aggregate and incorporate into the Community Services Block Grant (CSBG) State Plan that is due to the Office of Community Services (OCS) September 1, 2011.

To facilitate CSD's review of the CAP please remember:

- *The completed CAP is due to CSD no later than June 30, 2011.*
- Complete the Summary/Checklist to ensure all required information is included.
- Include a table of contents and consecutive page numbering in the plan.
- Title and respond to all applicable components in each section in the arranged order.

The 2012/2013 CAP forms are available for download via the CSD web site at www.csd.ca.gov under "CSD Contractors'>CSBG>Announcements". The entire CAP must be submitted to your Field Representative by **June 30, 2011** and contain one original and two copies. Please feel free to contact your assigned Field Representative with any questions regarding the submission of the CAP.

Enclosures